

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 25-34

Effective date:
**Information Management: Publishing and Printing
Publications and Forms Program**

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation prescribes policy and procedures for writing, editing, and publishing United States Military Entrance Processing Command (USMEPCOM) publications and forms. Formalizes the use of [UMF 25-34-1, Request for Major/Minor Revision Publication Support](#) and [UMF 25-34-2, Request for Immediate Revision Publication Support](#)

Applicability. This regulation applies to all organizational elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters (HQ) USMEPCOM, ATTN: J-1/MEHR-SD-MSS, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-1/Human Resources Directorate, Services Division—Support Services Branch (J-1/MEHR-SD-MSS). Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028, Recommended Changes to Publications and Blank Forms](#), or memorandum to HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSS, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation contains internal control provisions. The internal control checklist is found in [Army Regulation \(AR\) 25-30, The Army Publishing Program](#), Appendix B.

*This regulation supersedes USMEPCOM Regulation 25-34, June 9, 2014.

This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

Table of Contents (TOC)

	Paragraph	Page
<u>Chapter 1</u>		
General		
Purpose	1-1	1
References	1-2	1
Abbreviations and Terms	1-3	1
Responsibilities	1-4	1
Army Publication Account Updates	1-5	4
Hardcopy USMEPCOM Publications	1-6	4
<u>Chapter 2</u>		
Editing Process		
Pre-edit Meeting	2-1	5
Types of Publication Revision	2-2	5
Coordination	2-3	6
Chief of Staff Approval	2-4	6
Labor Relations/Union Review	2-5	7
Editing	2-6	7
Publishing	2-7	7
Maintaining Publications	2-8	8
Identifying Recordkeeping Requirements	2-9	8
<u>Chapter 3</u>		
Forms		
USMEPCOM Forms	5-1	9
USMIRS forms	5-2	9
Local Forms	5-3	9
Privacy Act Statement	5-4	9
For Official Use Only Marking	5-5	9
Appendices		
<u>A.</u> References		10
<u>B.</u> Glossary		12

Chapter 1

General

1-1. Purpose

This regulation prescribes policies and procedures for preparing, coordinating, reviewing, publishing, and distributing United States Military Entrance Processing Command (USMEPCOM) publications and forms.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in [Appendix B, Glossary](#).

1-4. Responsibilities

a. The USMEPCOM Commander will:

(1) Ensure USMEPCOM publications are in compliance with guidance contained in this regulation and the [USMEPCOM Writing Standards](#)

(2) Enforce policies and procedures for publishing publications and forms within USMEPCOM.

(3) Approve USMEPCOM manuscripts for publication.

b. The Deputy Commander/Chief of Staff will:

(1) Review and approve USMEPCOM manuscripts and associated forms for publication on behalf of the USMEPCOM Commander.

(2) Approve the use of immediate revisions to publications. Approval will be documented using section II-2 of the [UMF 25-34-2, Request for immediate revision Publication Support](#).

(3) Approve the rescission of USMEPCOM publications.

(4) Resolve non-concurrences that cannot be resolved during coordination.

c. The Director, J-1/Human Resources Directorate, will:

(1) Establish policy and procedure for preparing, coordinating, reviewing, publishing, and distributing USMEPCOM publications.

(2) Administer the USMEPCOM Publications Program.

(3) Authenticate USMEPCOM manuscripts for publishing.

d. The Director, J-6/Information Technology Directorate (J-6/MEIT), will:

(1) Support electronic publishing of USMEPCOM publications on the USMEPCOM public website.

(2) Ensure USMEPCOM Integrated Resource System (USMIRS)-based forms are consistent with official USMEPCOM forms.

e. The Chief, Public Affairs Office (MEDC-PA), will prepare graphics for official USMEPCOM Pamphlets (UMPs).

f. The Security Officer, Human Resources Directorate, Programs Division (J-1/MEHR-PR), will review publications for security requirements.

g. The Director, J-3/Operations Directorate (J-3/MEOP) will review publications for changes that may impact operations.

h. The Internal Control Administrator (ICA), J-8/Resource Management Directorate (J-8/MERM), will review publications for control items, according to [AR 11-2, Managers' Internal Control Program](#). The ICA will review the appropriate control statement and will contact the proponent should there be any IC concerns.

i. The Inspector General (MEIG) will review publications for updates to the Organizational Inspection Program checklist.

j. The Director, J-7/Medical Plans & Policy Directorate (J-7/MEMD) will review publications for changes that may impact the USMEPCOM Medical Program.

k. The Staff Judge Advocate (MEJA) will perform a legal review.

l. The Command Labor Relations Representative will determine if publications require review from applicable union(s), and will coordinate union reviews as necessary. Once completed, will document completion on [UMF 25-34-1](#) or [UMF 25-34-2](#) as applicable.

m. The Freedom of Information Act/Privacy Act (FOIA/PA) Officer, J-1/MEHR-PR will review forms that require Privacy Act statements.

n. The J-1/MEHR-SD-MSS Records and Information Management Specialist will review publications to ensure recordkeeping requirements are included as prescribed by 36 CFR§1222.24, AR 25-30, Army Publishing Program, AR 25-400-2, The Army Records Information Management System (ARIMS), and DA PAM 25-403.

o. Headquarters (HQ) USMEPCOM Directors and Special Staff Officers will:

(1) Ensure proposed publications do not conflict with other USMEPCOM policies and procedures, or governing laws and regulations.

(2) Prepare, coordinate, and submit manuscripts according to the guidance prescribed by this regulation.

(3) Notify J-1/MEHR-SD-MSS, in writing, of Chief of Staff-approved rescinded USMEPCOM publications.

(4) Review their publications and revise/rescind on a recurring basis.

(5) Update MEIG and internal control checklists, as appropriate, to reflect publication revisions.

(6) Review and comment on draft manuscripts from other HQ USMEPCOM staff when coordination review or approval is required. **Note:** Review may also be performed, and input provided, by any Directorate or Special Staff Office when they determine a proposed regulation will effect or change their respective programs or policies ([see paragraph 2-2](#)).

p. Sector, Battalion, and Military Entrance Processing Station (MEPS) Commanders will:

(1) Appoint a PCO.

(2) Ensure USMEPCOM publications are available to authorized users within their organization.

(3) Disseminate publication announcement messages to their Publications Control Officers (PCOs).

(4) Ensure [J-1/MEHR-SD-MSS is contacted via email](#) when local forms are used to collect PII.

q. Publication proponents will:

(1) Ensure manuscripts meet the publication preparation, coordination, and submission requirements prescribed in this regulation and the [USMEPCOM Writing Standards](#).

(2) Ensure forms are coordinated with the USMEPCOM Editing Team.

(3) Serve as the Point of Contact (POC) on matters concerning USMEPCOM publications and forms in their assigned areas.

(4) Keep their publications and forms current.

(5) Utilize [UMF 25-34-1, Request for Major/Minor Revision Publication Support](#) section II to document completion of coordination or [UMF 25-34-2, Request for immediate revision Publication Support](#) section II request for immediate revision.

r. Sector, Battalion, and MEPS PCOs/FMOs (Forms Management Officers) will:

(1) Establish a publications account.

(2) Order hardcopy publications for their organization.

(3) Serve as POC for publication needs.

(4) Forward requests for forms to [J-1/MEHR-SD-MSS](#). **Note:** MEPS must CC Battalion and Sector PCOs/FMOs.

(5) Maintain an index of local forms created and used at their organizational element. This index along with blank copies of the forms will be posted to their organization's SPEAR page. Maintaining copies of locally produced forms on the USMEPCOM Intranet (SPEAR) would enable sharing amongst all MEPS, potentially eliminating numerous variations of forms that are used for the same purpose.

(6) Ensure only the current version of publications and forms are used. The [USMEPCOM SPEAR](#) is the primary website to obtain the most current regulations and forms.

s. Headquarters USMEPCOM J-1 Editors will:

(1) Enforce policies and procedures for preparing, coordinating, reviewing, publishing, and distributing USMEPCOM publications.

(2) Ensure efficiency and economy in the development, production, distribution, and use of publications.

(3) Design, approve, and maintain local electronic and paper-based forms using the appropriate forms design software.

(4) Ensure new and revised publications are essential and fully justified.

(5) Ensure higher echelon publications are used as much as possible in lieu of creating local supplements and forms.

(6) Maintain an index of USMEPCOM and local publications.

(7) Edit manuscripts of publications prior to publication. Document the pre-edit meeting and publication on [UMF 25-34-1](#) or [UMF 25-34-2](#).

(8) Conduct an annual review on all revisions 10-12 months after the revision effective date.

(9) Implement, revise, and adjust an editing process that ensures a thorough, detailed and efficient method is used throughout the command providing a simplified procedure of regulation and form publishing.

1-5. Army Publication Account Updates

[DA Form 12, Request for Establishment of a Publications Account](#) is used to update Army publication accounts. Instructions for completing the DA Form 12 can be found on SPEAR, [Regulations and Forms Editing Team page](#). This form must be completed electronically with a digital signature and submitted via [email](#). Once an editor receives the completed form, it will be reviewed, signed, and forwarded to the Army Publishing Directorate (APD) for update; it will then be returned to the unit PCO to be kept on file under record number 25-30ii/400B “Distribution Requisitions – DA Form 12” (see [Appendix A, Section III](#) for disposition). A new DA Form 12 will be completed and submitted each time there is an address change, publication officer change, or new Commander.

1-6. Hardcopy USMEPCOM Publications

USMEPCOM publications are published and distributed electronically on SPEAR or the public website. To order hardcopy publications, PCOs will prepare DA Form 17, Requisition for Publications and Blank Forms, and email the completed form to the Editing Team.

Chapter 2

Editing Process

2-1. Pre-edit Meeting

Proponents will contact the J-1/MEHR-SD-MSS Editing Team to schedule a pre-edit meeting before updating or creating a new publication, and associated forms (if applicable). During the pre-edit meeting the proponent will appoint a primary and alternate Action Officer who will serve as point of contact during the entire editing process. The process will be explained to the proponent in detail, the type and priority of revision will be determined, and section I of the [UMF 25-34-1](#) or [UMF 25-34-2](#) will be completed and sent to the proponent. If a new Action Officer is assigned at any time during the editing process, the new Action Officer must schedule another pre-edit meeting.

a. Each publication is unique and, in addition to standard instructions, proponents may need publication-specific instructions.

b. For guidelines on USMEPCOM's publication style and basic writing tips, see the [USMEPCOM Writing Standards](#).

2-2. Types of Publication Revision

a. Three types of revision are utilized in the editing process:

(1) Immediate. Is used when a change in policy/procedure must be transmitted to the command immediately. Content of revisions may not exceed two pages. Headquarters staff coordination may be waived by the Chief of Staff for an immediate revision. Immediate revisions are not justified merely by being less than 2 pages of changes, but must also be a change in policy/procedures requiring immediate action.

(2) Minor. Is used when the content of revisions will not exceed 10 pages. Minor revisions consist of reviewing only the changes from the previous edition. 5-day Headquarters staff coordination is required prior to editing and Chief of Staff signature.

(3) Major. Is used for new publications, a complete re-write of an existing regulation, or when the revised content exceeds 10 pages. A major revision includes a full read-through and edit of the entire publication. 14-day Headquarters staff coordination is required prior to editing and Chief of Staff signature. Additional time may be added to the coordination on a case by case basis for new publications, or revisions well over 10 pages.

b. Revision priorities. A revision will be assigned a priority as follows:

(1) Priority 1. The revision has an impact on USMEPCOM operations or mission (Testing, Processing, Medical, Physical Security, etc.).

(2) Priority 2. The revision has an impact on USMEPCOM personnel, funding, logistics, etc. This priority also includes UMRs requiring compliance with policies and procedures resulting from a Staff Assistance Visit (SAV), or Inspector General (IG) inspection.

(3) Priority 3. The revision has no significant impact to USMEPCOM operations or mission (e.g. administrative, personnel programs, etc.).

2-3. Coordination

a. Coordination is required to revisions that do not fall into the immediate revision category. Upon completion of creating/updating a regulation, the proponent will send it out for the appropriate coordination via USMEPCOM Tasking Message (see [Coordination Internal Tasker Message Template](#)). As the Tasking Message templates illustrate, all Directors and Special Staff Officers must receive the regulation for an opportunity to provide input. The proponent will have an additional number of days, equivalent to the coordination period, for responding to coordination feedback. Battalions and MEPS may be included in staff coordination of major revisions at the discretion of Sector leadership.

b. Coordination response must come from the Director or Special Staff Officer (or, the reviewer may Carbon Copy (CC) the Director or Special Staff Officer in the response). If a response is not received by the established suspense date, it will be considered a concurrence. If additional time is needed, coordinators will request a new suspense date from the proponent prior to the expiration of the original suspense. The word “concur”, “non-concur”, or the statement “concur with comments” (as appropriate) must be in the email response. Once the suspense has passed, the proponent will utilize [UMF 25-34-1, Request for Major/Minor Revision Publication Support](#), section II to certify completion of coordination. All input received from coordination will be incorporated into the manuscript in green font to differentiate from standard revision red font.

(1) “Concur” indicates an agreement with the revised policies and procedures in the manuscript.

(2) “Concur with comments” indicates an agreement with the policies and procedures in the manuscript with recommended updates or changes. The proponent may incorporate or reject the comments; however, the proponent must give a written response to the reviewer. Concur with comments is concurrence.

(3) “Non-concur” indicates a disagreement of policies and procedures as presented in the manuscript, and must include comments. Prior to submitting a non-concurrence, it is recommended the reviewer contact the proponent to attempt resolution. A non-concurrence from any Directorate or Special Staff must be resolved before the regulation can proceed for publishing. The steps to resolve a non-concurrence are as follows:

(a) If resolution is not successful, the issue will be taken to the Director or Special Staff Officer level for resolution. If the issue is resolved, the reviewing element will concur and send the appropriate email response.

(b) If the issue is not resolved at the Director or Special Staff Officer level, the reviewer will prepare a “statement of non-concurrence.”

(c) When the statement of non-concurrence is received, the proponent will prepare an action memorandum (signed by the Director or Special Staff Officer) and submit the action memorandum and the reviewer's statement of non-concurrence to the Deputy Commander/Chief of Staff for resolution. The proponent will CC the reviewer and corresponding Director or Special Staff Officer on the action memorandum. The proponent will utilize [UMF 25-34-1](#), section II to certify completion of coordination and check the block indicating an outstanding concurrence could not be resolved at the directorate level.

2-4. Chief of Staff Approval

Chief of Staff Approval is required for immediate revisions or in the case of non-concurrences not resolved at the directorate level. UMF 25-34-1 along with the summary of changes will be submitted for the Chief

of Staff to sign section III indicating approval or disapproval of an immediate revision. In cases where the Chief of Staff deems a publication does not warrant immediate revision timelines, the publication will need to be coordinated per 2-3 above.

2-5. Labor Relations/Union Review

a. A copy of the coordinated major or minor revision or Chief of Staff approved immediate revision manuscript will be sent to the (J-1/MEHR-CP) Command Labor Relations Representative by the manuscript's proponent, to determine if a review by applicable union(s) is warranted. J-1/MEHR-CP review may take up to 5 working days to complete. If union review is warranted, the Labor Relations Representative will initiate coordination with the appropriate union(s) to ensure revisions are in compliance with current Collective Bargaining Agreements. Union review may take up to 15 working days to complete. The Labor Relations Representative will utilize [UMF 25-34-1](#) or [UMF 25-34-2](#) as applicable, section IV to certify completion of Labor Relations or Union Review as applicable.

b. The proponent will send the manuscript, with the Chief of Staff's signature on UMF 25-34-2 approving an immediate revision or record of coordination with the UMF 25-34-1 with section II signed by the proponent certifying coordination to the editing team to begin the editing process (the proponent's Director and Deputy Director must be CC'd on this email). **Note:** Formal Editing will not begin until the Labor Relations Representative has signed UMF 25-34-1 or UMF 25-34-2.

2-6. Editing

Formal editing begins after completion of Headquarters staff coordination or Chief of Staff approval of an immediate revision, and Labor Relations/Union Review. A primary editor will be assigned to the regulation and will edit the manuscript to standard IAW [USMEPCOM Writing Standards](#).

a. Timeline based on types of revision:

(1) Immediate. Upon Chief of Staff approval and union review, an immediate revision will be completed and published within two days.

(2) Minor. Upon Coordination and union review, a minor revision will be completed and published in 3 weeks.

(3) Major. Upon Coordination and union review, a major revision will be completed and published in 6 weeks.

Note: The priorities listed in [paragraph 2-2c](#) combined with overall workload may have a bearing on these timelines.

b. Once initial editing is complete, the primary editor will coordinate with the proponent to ensure the regulation meets the proponent's intent and satisfaction. The primary editor will then send the regulation to a secondary editor for review. **Note:** Minor and immediate revisions may not include a secondary editor.

c. During the editing process, UMF 25-23-1, all manuscript drafts, and all supporting documentation will be retained electronically under record number 25-30xx/400B "Directives Development and Editing Files" (see [Appendix A, Section III](#) for disposition).

2-7. Publishing

Once the editing process is complete, the editing team will send the manuscript for signature along with

[UMF 25-34-1](#) or [UMF 25-34-2](#) (Section V will be filled out and signed) and the publication information message. Upon signature, the editing team will publish the regulation. The primary editor will complete the final three blocks of the UMF 25-34-1 or UMF 25-34-2, and file the form, signed manuscript, and all documentation associated to the revision in the UMR's record set. UMR record sets will be retained electronically under record number 25-30mm/400B "Publication Record Sets" (see [Appendix A, Section III](#) for disposition).

a. An Information Message will be transmitted announcing the publication of a new/updated regulation. The regulation will be posted on [SPEAR](#), and uploaded to the [USMEPCOM public website](#) (unless restricted). [SPEAR](#) is the primary authorized source for publications. USMEPCOM distributes all publications electronically.

b. If a publication has restricted distribution, the publication will be published on [SPEAR](#) only. The public website will list the publication with a restricted distribution statement.

c. If a publication must be produced as hardcopy, proponents must coordinate with MEDC-PA after revisions are complete.

2-8. Maintaining Publications

a. Proponents will review all publications within their purview every 10 to 12 months to determine if a revision is necessary. Proponents will review all Policy Memoranda, Taskers, and Information Messages associated with their UMR(s) and include them in a proposed revision to the appropriate UMR. Proponents may contact the [J-1/MEHR-SD-MSS via email](#) for assistance in reviewing their publications.

b. Proponents will provide a copy of any Policy Memoranda, Taskers, and Information Messages to the editing team (at the time they are released via CMS) that change regulation policy. The editing team will ensure these changes are posted with the regulation on [SPEAR](#).

c. An annual review will be conducted by the Editing Team on all revisions 10-12 months after the effective date. All red font and strikethroughs will be removed, and hyperlinks will be verified during the annual review. Proponents will be contacted prior to the annual review for an opportunity to determine if a revision is needed in lieu of an annual review. **Note:** Unless proponent requests otherwise, red text and strikethroughs remain in the document until at least 10 months after publication. Even if additional changes are made, all changes are documented by effective date in the summary of changes. Except in the case of a complete rewrite, in which case all text is converted to black and previous changes are moved to the archive of changes. The archive of changes is maintained for all revisions within the past two years.

2-9. Identifying Recordkeeping Requirements

a. Recordkeeping requirements are statements in USMEPCOM publications that provide guidance on records to be created, collected, and maintained as a result of carrying out the programs prescribed therein. Under the provisions of 36 CFR§1222.24, AR 25-30, AR 25-400-2, and DA Pam 25-403, publication proponents will ensure recordkeeping requirements are listed within their publications.

b. When a USMEPCOM publication mandates the retention of records associated with a program governed by that publication, the appropriate record number, series, title, and disposition must be provided. Detailed guidance can be found in UMR 25-51, Records Management. Publication proponents are encouraged to coordinate with the J-1/MEHR-SD-MSS Records and Information Management Specialist for assistance.

Chapter 3

Forms

3-1. USMEPCOM Forms

A form is defined as a document with blank fields that are to be filled in to collect data whether electronically or on paper. Proponents will coordinate with the J-1/MEHR-SD-MSS Editing Team prior to creating or modifying USMEPCOM Forms. An official USMEPCOM Form (UMF) is a form used Command-wide and must be prescribed in an authenticated USMEPCOM publication stating the form number, title, purpose, and access information.

a. When prescribing a new form in a publication, the proponent will identify the new form in the Executive Summary paragraph on the title page.

b. A form and its prescribing publication will be published and distributed together. Draft forms will not be used before publishing the prescribing publication.

c. Functional proponents are the first-line approval authority for creating UMFs within their purview, final approval rests with the USMEPCOM Chief of Staff. The J-1/MEHR-SD-MSS editing team will number and date forms prior to publishing.

d. The J-1/MEHR-SD-MSS editing team will maintain a form number register under record number 25-30e/400B “Form Number Registers” (see [Appendix A, Section III](#) for disposition).

3-2. USMIRS forms

USMIRS forms are applicant processing forms programmed in USMIRS application software to process applicants for entrance into the Services. USMIRS forms must print out exactly as the official USMEPCOM form (to the closest extent possible; bar codes are acceptable). Before inclusion of a form in USMIRS, the functional proponent will ensure the USMEPCOM FMO reviews the form prior to development in USMIRS.

3-3. Local Forms

Local forms are typically created at MEPS-level to aid in various applicant processes and procedures (local forms may also be created and used at Battalion, Sector, and HQs level). PCOs/FMOs will ensure all local forms used within their organization are properly indexed and posted on their corresponding SPEAR page. Ensure [J-1/MEHR-SD-MSS is contacted via email](#) when local forms are used to collect PII.

3-4. Privacy Act Statement

Proponents will ensure forms collecting PII have a Privacy Act Statement approved by the USMEPCOM FOIA/PA Officer. Before publishing a form, the Editing Team will ensure the USMEPCOM FOIA/PA Officer reviews the approved form. All local forms that collect any form of the SSN must state “SSN required for verification purposes only.”

3-5. For Official Use Only Marking

“For Official Use Only (FOUO)” markings are applied to unclassified information exempt from mandatory release to the public under FOIA. Forms containing PII collected from other documents for official business will contain a “For Official Use Only” or “FOUO” marking. The marking will be shown in a manner that ensures the recipient or viewer is aware of the status of the information. Additional information on FOUO markings can be found in [AR 25-55, The Department of the Army Freedom of Information Act Program](#), Chapter IV.

Appendix A
References

Section I

Publications referenced in or related to this publication

AR 11-2

Managers' Internal Control Program

AR 25-1

Army Knowledge Management and Information Technology Management

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 25-55

The Department of the Army Freedom of Information Act Program

DA Pamphlet 25-31

Forms Management, Analysis, and Design.

DA Pamphlet 25-33

User's Guide for Army Publications and Forms

DA Pamphlet 25-40

Army Publishing: Action Officers Guide.

USMEPCOM Instruction 25-51-1

Records Management

Government Printing Office Style Manual

USMEPCOM Writing Standards

Section II

Forms referenced in or related to this publication

DA Form 12-R

Request for Establishment of a Publications Account.

DA Form 17

Requisition for Publications and Blank Forms.

DA Form 2028

Recommended Changes to Publications and Blank Forms

Section III
Recordkeeping Requirements

RN 25-30mm/400B, Publication Record Sets

Privacy Act: N/A

Keep in CFA until no longer needed, not to exceed 6 years, then transfer to the AEA; the AEA will offer to NARA when the record is 10 years old.

Reference: [paragraph 2-7](#)

RN 25-30ii/400B, Distribution Requisitions – DA Form 12

Privacy Act: N/A

Keep in CFA until the next update, or no longer needed, not to exceed 6 years, then destroy.

Reference: [paragraph 1-5](#)

RN 25-30e/400B, Form Number Registers

Privacy Act: N/A

Keep in CFA until the next update, or no longer needed, not to exceed 6 years, then destroy.

Reference: [paragraph 3-1](#)

RN 25-30xx/400B, Directives Development and Editing Files

Privacy Act: N/A

Keep in CFA until no longer needed, not to exceed 6 years, then destroy.

Reference: [paragraph 2-6c](#)

Appendix B
Glossary

Section I Abbreviations

AKO

Army Knowledge Online

APD

Army Publishing Directorate

AR

Army Regulation

CC

Carbon Copy

DA

Department of the Army

FMO

Forms Management Officer

FOIA/PA

Freedom of Information Act/Privacy Act

FOUO

For Official Use Only

ICA

Internal Control Administrator

J-1/MEHR-SD-MSS

J-1/Human Resources Directorate, Services Division—Support Services Branch

J-1/MEHR-PR

J-1/Human Resources Directorate, Programs Division

J-3/MEOP

J-3/Operations Directorate

J-6/MEIT

J-6/Information Technology Directorate

J-8/MERM

J-8/Resource Management Directorate

MEDC-PA

Public Affairs Office

MEIG

Inspector General

MEJA

Staff Judge Advocate

SPEAR

United States Military Entrance Processing Command Intranet (Sharing Policy Experience and Resources)

MEPS

Military Entrance Processing Station

PCO

Publications Control Officer

POC

Point of Contact

SOP

Standard Operating Procedure

TDA

Table of Distribution and Allowances

UIC

Unit Identification Number

UMF

USMEPCOM Form

UMP

USMEPCOM Pamphlet

UMR

USMEPCOM Regulation

USMEPCOM

United States Military Entrance Processing Command

USMIRS

United States Military Entrance Processing Command Integrated Resource System

Section II Terms

For Official Use Only

A designation that is applied to unclassified information which is exempt from mandatory release to the public under the Freedom of Information Act.